

SUBMITTAL REQUIREMENTS FOR FLOODPLAIN PERMIT APPLICATION

To initiate the permit process, you will need to submit two copies of the following information to this office. These instructions apply to all construction/ projects within any designated 100-year floodplain as delineated on the FHBMs, FIRM's, SCS/NRCS floodplain maps, COE floodplain maps, etc. You will need to submit a number of items listed below at a minimum.

1. A list of adjacent property owners and their mailing addresses. (You can get this information from the County's Clerk & Records Office)
2. A letter from each property owner where the project will be completed authorizing the proposed work.
3. A detailed site plan, drawn to scale, showing the following:
 - ◇ Property boundary lines of the subject property and those in the immediate vicinity of the project (you may obtain a copy of the surveys in the Clerk & Records Office)
 - ◇ Approximate location of all floodplain boundaries in the vicinity of the project as depicted on the Floodplain Maps available at your local office
 - ◇ Location of existing improvements in the vicinity of the project, including drive ways, roads, culverts, bridges, buildings, wells, septic systems, and other improvements
 - ◇ Location of all existing physical features in the vicinity of the project, including ponds, swales, streams, and irrigation ditches
 - ◇ Location and dimensions of all proposed improvements, including driveways, roads, culverts, bridges, ponds, buildings, wells and other structures
 - ◇ Location for all fill that will be brought into the floodplain
4. A statement specifying the amount of fill that will be placed within the floodplain and supporting calculations.
5. For a house submit:
 - ◇ the existing ground elevation at the location of the proposed house and the calculated height of the 100-year floodplain (You will need to work with a land surveyor to obtain this information.) Calculations for the amount of fill (in cubic yards) to be placed in the floodplain (see Administrative Rules Sec 36.15.702(1a))
 - ◇ specifications for the fill material (type of material, sizes, etc.)
6. For any other building submit:
 - ◇ a drawing of the building
 - ◇ a statement indicating which of the two development standards will apply (see Administrative Rules Sec.36.15. 702(2)).
7. For bank stabilization submit:
 - ◇ a description of existing conditions
 - ◇ a historical overview of trends in the river movement, if any.
 - ◇ a description of the problem
 - ◇ a description of the objectives of the project
 - ◇ a short description of design alternatives that were considered, if any, but rejected, and an explanation of why each one was rejected

- ◇ typical cross-section (based on survey data) of the river from bank to bank, which shows the existing condition and proposed treatment and the height of the 100-year flood event, the base flow elevation, and the bank full elevation.
 - ◇ a longitudinal profile of the river surface and bed in the project area.
 - ◇ a plan view (using an aerial photograph as a base) of the project area which shows the beginning and ending points of the treatment and the various types of treatment.
 - ◇ specifications for the treatment material (type of material, sizes, quantities, etc.
 - ◇ calculations to show that the proposed project will not raise the elevation of the 100-year flood more than six inches above the 100-year flood elevation as documented on the flood plain maps available in your local office.
 - ◇ a description of the project implementation (project phases, sediment control, staging areas, cleanup, etc.)
- 8. For a bridge submit:**
- ◇ drawings and specifications for the bridge as certified by professional engineer
 - ◇ calculations for the amount of fill to be placed in the floodplain
 - ◇ a cross-section at the location of the bridge which shows the existing condition and the elevation of the 100-year flood event
- 9. For a pond submit:**
- ◇ a description of existing conditions
 - ◇ a description of the objectives of the project
 - ◇ calculations for the amount of material to be removed from the pond
 - ◇ a description of where the material will be placed outside of the floodplain
- 10. For a road(s) submit:**
- ◇ a description of existing conditions
 - ◇ a description of the objectives of the project
 - ◇ calculations to show that the culverts) will be large enough to handle the expected flows.
- 11. Other:**

Once your final application is received, It will be reviewed to make sure the information is sufficient. If it is not sufficient, you will receive a letter that explains the deficiencies. A decision will be made within 60 days of when your application is deemed sufficient. You should also be aware that as part of the review process, the adjoining property owners will be notified letting them know about the proposed work, and a legal notice placed in the paper of general circulation containing a brief description of the application.